Level 2 Design Software (7574-220)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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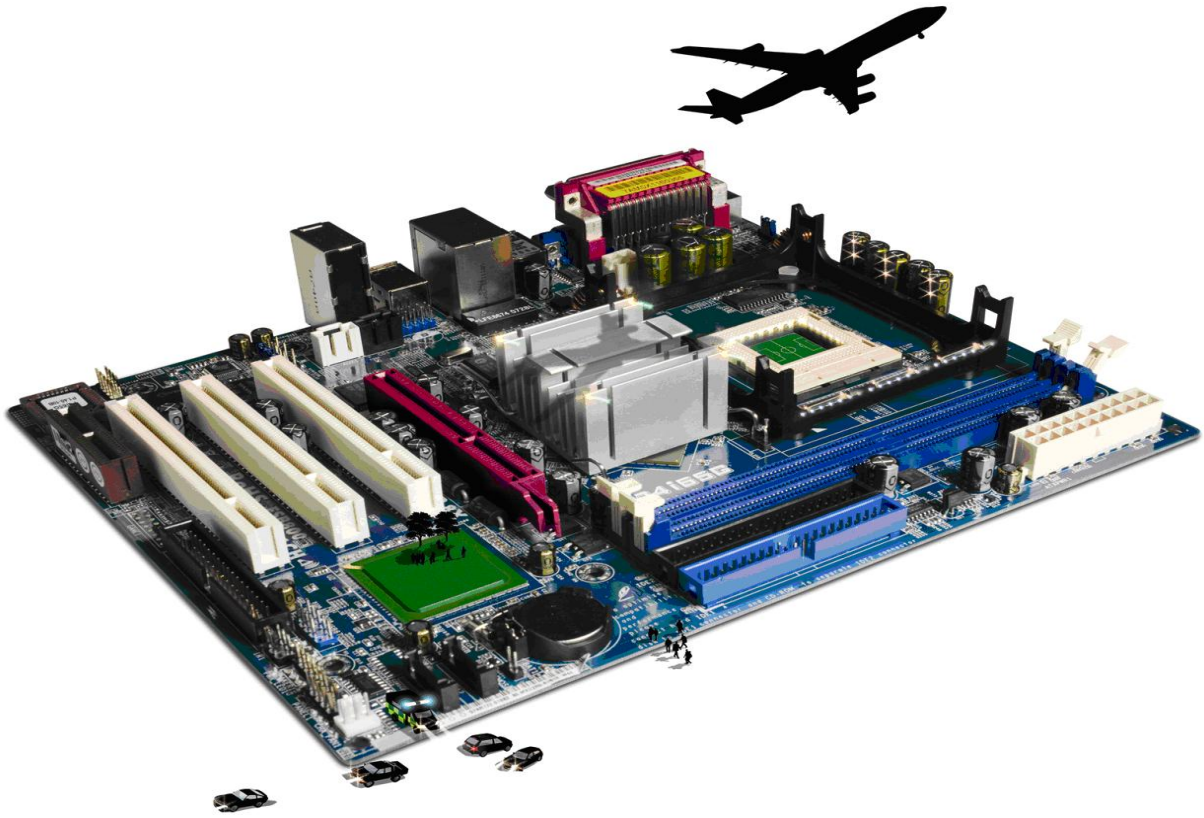

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Level 2 Design Software (7574-220) Assignment B

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**.

Time allowance: two hours

The assignment:

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

- Task A - Create Information Leaflet
- Task B - Questions

Scenario

You work as an administrator for a small training company called Pyramid Training. You have been asked to produce a new information leaflet on a new computer qualification which the company is about to offer.

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

Task A – Create Information Leaflet

1 Create a new folder in your work area or removable media named **itq advert**. Open your desktop publishing application to create a new template.

2 The template specification is as follows:

- Document to be in A4 landscape booklet style (eg A4 landscape folder in half and printed on both sides or A5 portrait booklet)
- All margins set to 2cm
- Page numbering centred on bottom of pages 2, 3 & 4 only
- Set the background colour of pages 1 & 4 to a light orange

3 On **Page 1** create a logo using an appropriate art tool (eg WordArt or similar). Using appropriate tools, ensure that the heading is at least 12.5 cms wide and centred vertically at the top of the page. Similar to the one shown below.

Set the text colour to blue

4 At the bottom of **Page 4** create a table consisting of **two** columns and **two** rows to fit fully between the margins similar to the example below:

Your name:	
Todays's date	

In the left hand cells enter the text **Your name**: and in the cell below the text **Today's date:** using a 12 point, bold sans serif font.

In the empty cells complete the table with your name an today's date using a 14 point italic handwriting style font.

Note: if your application does not have a table facility then create a text box with the same information displayed.

5 Save in a template format as **itq template** in the **itq advert** folder you created.

6 Save the template as a publication document with the name **nvqitq** into the folder **itq advert**.
Note: This will now be your working publication.

7 On **Page 1**, import the graphic file **itq.jpg** supplied.

Resize the image to be 2.5 cm high and 4 cm wide.
Position it centrally 1cm under the logo (horizontally and vertically).

8 Under the NVQ logo you inserted add a callout box in the shape of a cloud (or similar) with a white background. Set the size to be 4cm high by 7cm wide and centred across the page.
Add the text:
What does it mean?
Centrally to the callout box using a red sans serif font set to 12pt, bold, and italic.

9 On **Page 2** insert **two** text boxes 5.4cm wide by 17cm high to form two columns.

Link the **two** text boxes so that text flows from one column to the other automatically.

In **column 1**insert the sub-heading **AN OVERVIEW OF ITQ** in an 11 point sans serif font, bold, blue font and left align it.

10 Leaving a one line space under the subheading insert the supplied text file **itq_main.txt**.

Change the imported text font properties to 11 point sans serif font, fully justified.

11 In **column 2** under the last line of text insert a graphical image of either a scroll or a wavy ribbon which fills the full width of the column (approx 2cm high). Set the fill colour to yellow with a solid red line border 1.5 point wide.

12 Under the scroll/ribbon insert the sub heading:

WHAT's IN ITQ?

Using an 11 point sans serif, bold, blue font and left aligned.

13 Leaving a one line space below the sub-heading insert the text file **itq_main2.txt**

Change the font properties of the inserted text to an 11 point sans serif, bold, blue font and left aligned.

Adjust the height of the scroll/ribbon to ensure that all text is visible.

Save your publication as **nvqitq1**.

14 Insert a text box on **Page 3** (12cm wide x 17cm in height) and at the top of the text box insert the sub heading:

DID YOU KNOW?

Using an 11point sans serif, bold, blue font and left aligned.

15 Leaving one line space under the sub heading insert the text file **itq_info.txt**

Change the font properties of the inserted text to an 11 point sans serif font, left justified.

16 Add bullet points to the inserted text for **each** of the 5 paragraphs. Use an indentation of 1cm.

17 Modify the text as follows:

Paragraph 2 – word **fully** to be bold and red
Paragraph 2 – words **Design software 2** to be bold
Paragraph 5 – add a hyperlink to the specified web address.

18 Open a graphics editor package and open the file **lion.jpg**

Horizontally flip the picture and save it as **lion_flip.jpg** in the folder **nvq advert**
Below the inserted text **itq_info** insert the picture **lion_flip.jpg**

Adjust the size of the picture to fit between the margins and approximately 8.1cm high.

In the bottom right corner of the picture add the text **Be IT Wise!** Set the font to be 14 point, sans serif, bold and white. Ensure that the text box is set as transparent.

Group the text and the picture together.

Save your publication as **nvqitq2**

19 On **Page 4** insert a blue quad arrow shape approximately 4cm by 4cm towards the top of the page.

20 Insert **four** text boxes, one opposite each of the arrow points with the following text:

Position	Text to be inserted	Style
Top	Plan for the future	Normal – Centre aligned
Bottom	Vocational skills	Normal – Centre aligned
Left	NVQ?	Bold – Centre aligned
Right	ITQ?	Bold – Centre aligned

Set all of the text to be a 24 point sans serif font

21 Preview the publication making any corrections necessary.

Save your work as **nvqitq final** and print your publication in black and white using automatic or manual duplex.

22 Exit the publication

Task B – Questions

1 Using your **Answers 220 B** document

Identify what technical factors you may need to be aware of when creating a publication which will be printed in Black and White rather than colour.

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

3 Other than as a printed document, specify one type of medium in which the document you have compiled could be used.

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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