Level 2 Desktop publishing software (DTP 7574-222)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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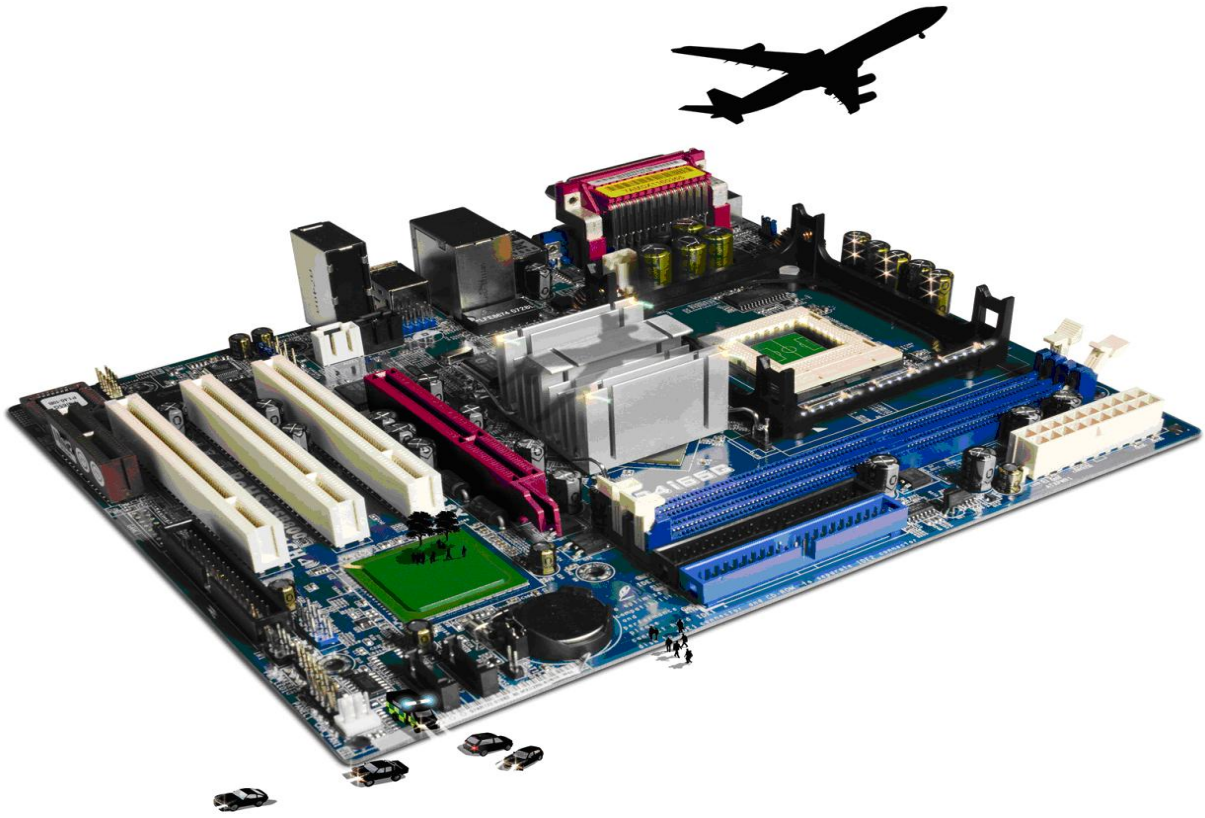
February 2011
Version 3.0



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Level 2 Desktop publishing software (7574-222)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 2 Desktop publishing software (DTP 7574-222).

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 Desktop publishing software (DTP 7574-222)
Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Document layout
- Task B - Using text boxes and inserting information
- Task C - Inserting images and graphical text
- Task D - Knowledge and understanding

Scenario

You work as an administrator for an Estate Agency.

You have been asked to create a draft brochure to potentially send out to prospective home buyers. The leaflet will need to be suitable to go on display in cafes and restaurants. The Information office uses a leaflet with three columns of information and two images as its standard design.

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

Task A – Document layout

1 Create a new folder called **Estate Agency** within your work area.

2 Using a scanner access the scanner software and scan the image **Frontcover**, provided by your assessor.

Save this image in a suitable format with the name **Scanned Image** in your **Estate Agency** folder.

3 Preview your image, identify any potential quality problems then modify where required the colour balance, brightness, contrast and size of your scanned image as necessary.

4 Save the edited image with the filename **Frontimage** in your **Estate Agency** folder using a suitable format.

Continued over…

5 Create a company logo.
The logo must combine text and the graphic image **House1**, provided by your assessor, to produce text over the image.

The text should read:

(Your Name) – Estate Agency

6 Save your created image as with the filename **Logo** in your **Estate Agency** folder.

Task B – Using text boxes and inserting information

1 Find and open the file **House** and add the text below at the end of the document as shown:

LAWRENCE ROAD

TOWN HOUSE
Situated close to town centre.
Entrance hall, sitting room, kitchen/diner, utility, cloakroom, study area, 3 bedrooms.

£145,350

2 Check the text for accuracy and save the file in the folder **Estate Agency**, with the filename **House2**. Close the file.

3 Open a desktop publishing application and select an appropriate page layout for your publication. You may change the layout later if you need to.

4 Arrange the layout of the document so that it meets the standard company design and allows text to flow between columns.

5 Insert text boxes into each column and link them together so that the text can flow between them.

6 Set up a new style called **Columns** using a suitable font, size and left aligned.

7 You should create **two** different styles one for each of the following:

- Heading
- Subheadings

These should complement the main body text font.

Continued over…

8 Set a suitable light background colour.

9 Save your file in a suitable format for publication as a document with the filename **DtpMast** in your **Estate Agency** folder.

Task C – Inserting images and graphical text

1 Create a header using the title **Houses** and include today's date. Align it to the centre of the page.

Ensure that the header is consistent with the main body text font.

2 In the footer add your name on the left and number the pages on the right.

3 Insert the image **FrontImage**, created in Task A.

Resize the image to 17cm wide, maintaining aspect ratio.

Position it centrally both horizontally and vertically on the front cover.

4 Insert the file **Logo**, created in Task A, at the top of the first column of the front cover below the header.

Resize it to 5cm wide maintaining aspect ratio.

Position it in the centre of the column.

5 Add a second page to your publication, ensuring that the layout is the same as page one (deleting any objects that are not required).

6 Import the text from the file **HOUSE2** you created in Task A, starting in the first column of page.

Set up the text so that it can flow between the columns.

Apply appropriate text styles that you created in Task B to the text.

7 Modify the styles for **Heading** and **Sub Heading** to centre alignment.

Modify the style **Columns** to justified.

8 Remove **automatic hyphenation** the document, removing any unwanted hyphens.

Note: en-suite, mid-terrace, semi-detached and double-glazing should remain.

9 Preview, proofread and spell check your document making any corrections as necessary. Ensure that all text is clearly visible making alterations if necessary.

Continue over…

10 In column 1, insert a suitable image under the price for the house in **Picksley Crescent** ensure copyright laws are considered. Resize the image to 3cm in height maintaining aspect ratio.

11 As part of the advertisement for the **GRAINSBY AVENUE** house, add the word **NEW** using graphical text (Wordart or similar). Rotate it by 45 degrees and make it bold and red.

The graphical image should be no more than 0.75cm high.

12 In column 2, insert a different suitable image under the price for the house in **Campion Close**, ensure copyright laws are considered.

Resize the image to 4.5cm wide maintaining aspect ratio.

13 In column 3, insert a different suitable image under the price for the house in **Belgrave Road**, ensure copyright laws are considered.

Resize the image to 5cm wide maintaining aspect ratio.

14 Copy the logo from the top of Page 1 and insert it at the bottom of the third column of Page 2.

15 Preview your publication and check for accuracy and ensure your publication presents a professional image.

Make any changes that you feel will improve the look of the document if required.

Save your publication in a suitable format for printing as **Sales** in the **Estate Agency** folder.

Save your publication in a suitable format for a website as **WebSales** in the **Estate Agency** folder.

16 Exit the desktop publishing application.

Task D – Knowledge and understanding

1 Using your **Answers 222 A** document, provided by your assessor, answer the following questions.

2 List **three** different types of information that can be included in a desktop publishing publication that will be published as a document and also to a web site.

3 Give a brief description of white space and your reasons why it is important within a publication.

Continue over…

4 Give a brief description how copyright constraints affect the use of your own and others' information.

5 Give a brief description of the difference between a bitmap and a jpeg image.

6 Save your file as **Answers 222 A** -XX (where XX are your initials).

7 Exit the word processing application and shut down your computer.

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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