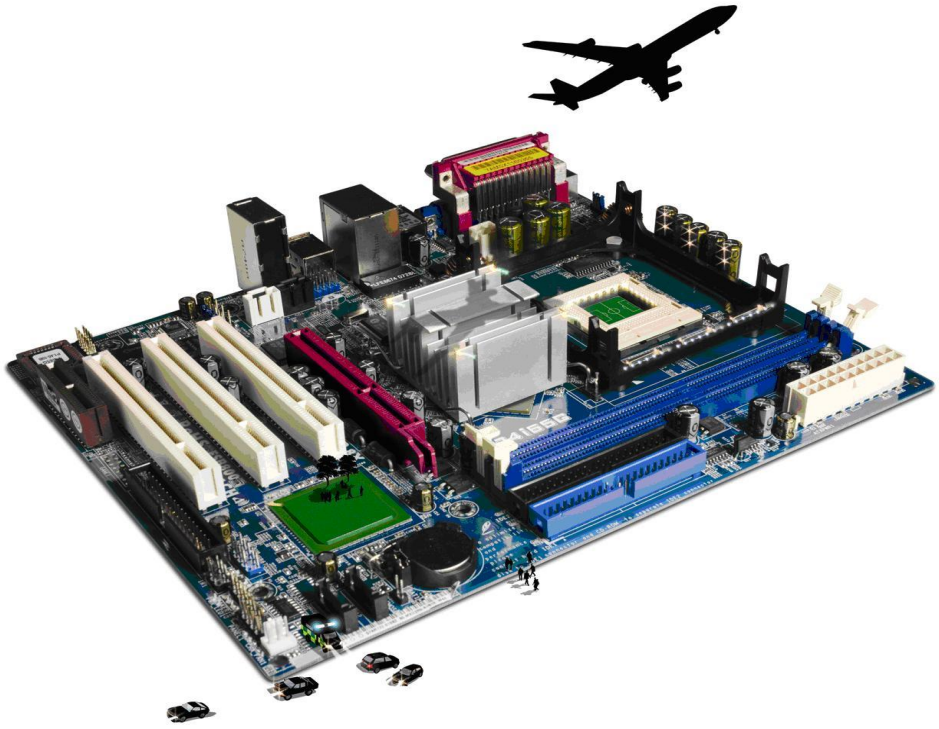
City & Guilds Level 3 Desktop publishing software (DTP 7574-322)

www.cityandguilds.com
January 2024
Version 1.1

ITQ
Assignment guide for Candidates
Assignment B



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification.

The Standard Copying Conditions (see the City & Guilds website) also apply.

Contains public sector information licensed under the Open Government Licence v3.0.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of publication. However, City & Guilds products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

City & Guilds
5-6 Giltspur Street
London EC1A 9DE
www.cityandguilds.com

Contents

Unit 322 – Level 3 Desktop publishing software

Assignment B

Introduction – Information for Candidates	3
Candidate instructions	4

Level 3 - Desktop publishing software (DTP 7574-322)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Desktop publishing software (DTP 7574-322).

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 and a half hours**.

Level 3 - Desktop publishing software (DTP 7574-322)
Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - File set up and preparation for editing
- Task B - Creating Publication
- Task C - Finalising the publication.
- Task D - Responding to questions.

Scenario

You work as an research assistant at a local college (Southcombe College). In preparation for the forthcoming academic year the college has decided to produce a range of booklets (prospectus) to give out to prospective students.

Your manager has asked you to produce a prototype booklet for the senior management team to consider. You will need to find out information relating to 4 of the City & Guilds subject areas and at least 3 awards within each subject. The final publication will be sent away for commercial printing.

Southcombe College will be offering the following City & Guilds subjects next year and you must make your selection from the list below.

• Apprenticeships • ITQ • Hospitality & Catering • Farming • Care • Motor mechanics	• Electronics • Engineering • CAD • Teaching • Hairdressing • Telecommunications

To assist you, the following outline specification has been agreed by the management team to match those publications already in existence: -

- A5 booklet format, 12 pages in total
- All margins to be set to 1cm
- Page 2 must contain columns, all other pages can be full page
- Page 1 will be a front/title page
- Page 2 must be an introduction to City & Guilds courses
- Page 3 Must be left blank for the student to make notes on
- Page 12 must contain contact information.

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

Task A – File set up and preparation for editing

1 Create a folder in your work area named **Prospectus**

Create a sub-folder in your **Prospectus** folder with the name Working.

Copy all of your research or provided materials that will be used for the publication into your **Working** folder.

2 Open your software application and referring to the outline specification, create a suitable blank master page/s.

Save your work as a template named:
Courses_Template in the **Prospectus** folder.

3 Add your research or supplied text to your publication.

- Add the introduction text about City & Guilds and some suitable images to Page 2
- Leave Page 3 blank and insert suitable text to make it a 'Notes' page.
- Add all other text relating to the courses only to pages 4 to 11 (odd page numbers only)
- Ensure that Pages 1 and 12 are left blank at this stage Check your work and re-format the text size if necessary.

Save your work as **Courses_Draft1** in the **Prospectus** folder.

Task B – Creating Publication

1 Insert suitable text, to the even numbered pages of pages 4 to 12 that advertise the course(s) on the opposite page.

2 Add images to the course information pages either from your research or those supplied to your publication.

Any images used must enhance the relevant text and be included within the text areas.

At least **one** image must have text wrapped around it.

On Page 1, add text to identify the college, a title and at least one image.

Use suitable text editing to enhance the appearance.

3 On Page 1, add text to identify the college, a title and at least one image.

Use suitable text editing to enhance the appearance.

Continued over…

4 At the bottom of Page 12 add the text **Produced by**: followed by your name and today's date

On the same page, include the main URL and logo of City & Guilds and the college website address of: **www.southcombe.ac.coz**

5 Format all text to improve appearance and suitability for use as a prospectus.

6 Check your work to ensure that it meets the specification and make any corrections necessary.

7 Save your work as **Courses_Draft2** in the Prospectus folder.

Task C – Finalising the publication

1 Enhance your publication by adding a suitable background or theme to each page.

2 Make any final modifications or adjustments to the text formatting or images to improve the overall appearance of the publication and its suitability for a prospectus.

3 Save your work as **Courses_Final**

4 Publish your publication as a .pdf document named:
Courses_PDF into your **Prospectus** folder.

Task D – Responding to questions

1 Using the **Answers 322 B** document provided by your assessor add your own name and today's date as a footer.

2 1. Using the scenario as a guide, explain your choice of text in relation to the selected courses.

2. Explain how and when you would change the page design and layout to increase the effectiveness of a publication.

3. What copyright constraints may apply that could affect the use of your information.

4. Explain which file formats should be considered when saving designs and images.

5. Evaluate the styles, colours, font schemes, editing and/or formatting used for the publication.

3 Save the document as using the **Answers 322 B_XX** (where XX is your initials) into your **Prospectus** folder.

Continued over…

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

Published by City & Guilds. City & Guilds is a trademark of City & Guilds Limited.

City & Guilds
Giltspur House
5–6 Giltspur Street
London
EC1A 9DE

cityandguilds.com/about-us