City & Guilds Level 3 Multimedia software (MM 7574-324)

ITQ
Assignment guide for Candidates
Assignment A

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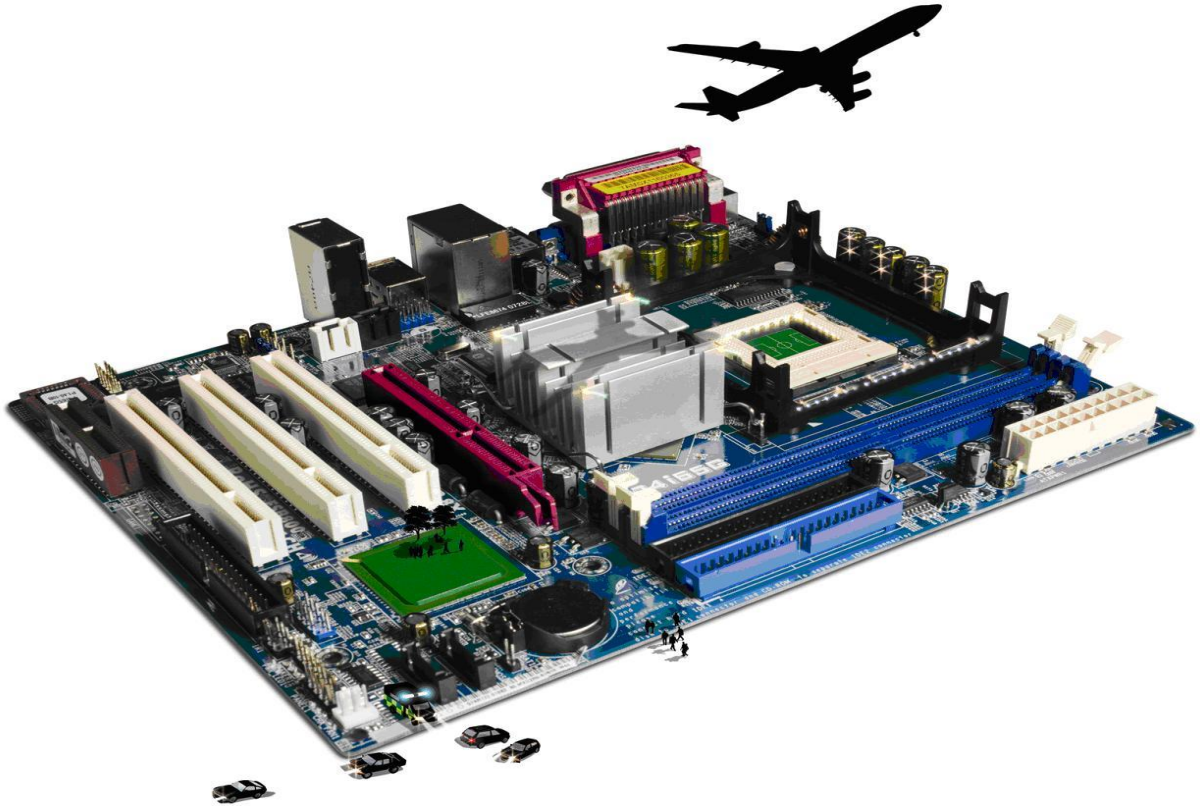

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Level 3 Multimedia software (MM-7574-324)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Multimedia software (MM-7574-324).

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 Multimedia software (MM 7574-324)
Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - File set up and design documentation
- Task B - Creating a multimedia presentation
- Task C - Testing and enhancing a multimedia presentation

Scenario

You work in the IT Department of your local college. Your college is looking at different ways of attracting business. In order to advertise available courses to students looking for placements at the start of the next academic year they have decided to use a website.

You have been tasked with designing and creating a multimedia publication which will be used to advertise the City & Guilds courses that the college will be offering. Your multimedia presentation must have links within it for viewers to navigate throughout the available pages/screens and also external links to other sources of information.

At your college, City & Guilds is the awarding body for the following subject areas: -

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

Initially, you have been asked to research for some suitable information about **four** of these subject areas **only**. Details of each subject area must include a brief introduction to the type of awards offered or the facilities available at your college to deliver those awards and more detailed information about those awards being offered for each subject area.

In addition the information must include details of who the award is suitable for and include details of at least **three** courses within each of the subjects. The main City & Guilds website can be used for this purpose.

Your line manager has stated that the final Multimedia presentation must contain at least **two** video clips, a sound file and some photographs. Any photographs, sound files or videos used must be royalty free, support the subject matter, the facilities available at your college, or college life.

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

Task A - File set up and design documentation

1 Create a folder in your work area with the name **Southcombe**.

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

Copy all of your research/provided materials that will be used for the Multimedia presentation into your **Working** folder.

2 Based on the scenario, create a design document that covers the outline specification set out in the scenario and includes:

- brief details of the intended multimedia presentation outcome based on the specification given
- briefly explain how the different elements of the presentation will relate to each other and which elements will be interactive
- explain how copyright and other constraints affect the use of information to be included in any presentation
- explain why different file formats are used and why it is advisable to compress files used in multimedia presentations
- identify and explain what combination of display devices and software to use that will overcome any constraints in displaying multimedia file formats.

3 Your design document must for **each** page/screen/slide include:

- the purpose of the presentation and intended audience
- **one** common feature to be displayed on each page/slide/screen
- any page/slide/screen headings are shown
- include a suitable introduction to the content of the presentation
- brief details of any text to be used
- details of any audio files and how they will be used
- the names and file types of any graphics to be used (eg pictures/video/animation)
- details of hyperlinks and their purpose
- details of any interaction and the purpose
- the intended output device
- software to be used for output.

Save your design document with the name **DesignXX** (**where XX are your initials**) in your **Southcombe** folder.

Task B - Creating a multimedia presentation

1 Open your selected multimedia software application and implement your design in a draft format.

Check that your work is conforming to the original specification.

Continued over…

2 Review your draft design and make any corrections, enhancements or formatting changes as necessary.

Ensure that any images or videos inserted into your publication are appropriately positioned and sized.

3 Select and adjust any display settings in order to optimise the final presentation responding to any problems that may occur.

4 Optimise the display of any multimedia features in order to maximise their visual impact responding to any problems that may occur.

5 Add an external link to the main City & Guilds website.

6 Check that the intended layout and enhancements are suitable, making any amendments as necessary.

Save your work as **Southcombe_Draft** in your **Southcombe** folder.

Task C - Testing and enhancing a multimedia presentation

1 Using the identified output device and software test any links to outside sources.

2 Check that any internal links work (as intended in the design document).

3 Make any suitable enhancements to ensure that the final presentation conforms to the outline specification in the scenario and the design document.

Update your design document to reflect any final changes made to enhance your presentation.

4 Save your work as **SouthcombeXX** (**where XX are your initials**) in your **Southcombe** folder compressing any suitable multimedia files.

5 Close any open 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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