City & Guilds Level 3 Presentation software (PS 7574-325)

ITQ
Assignment guide for Candidates
Assignment A

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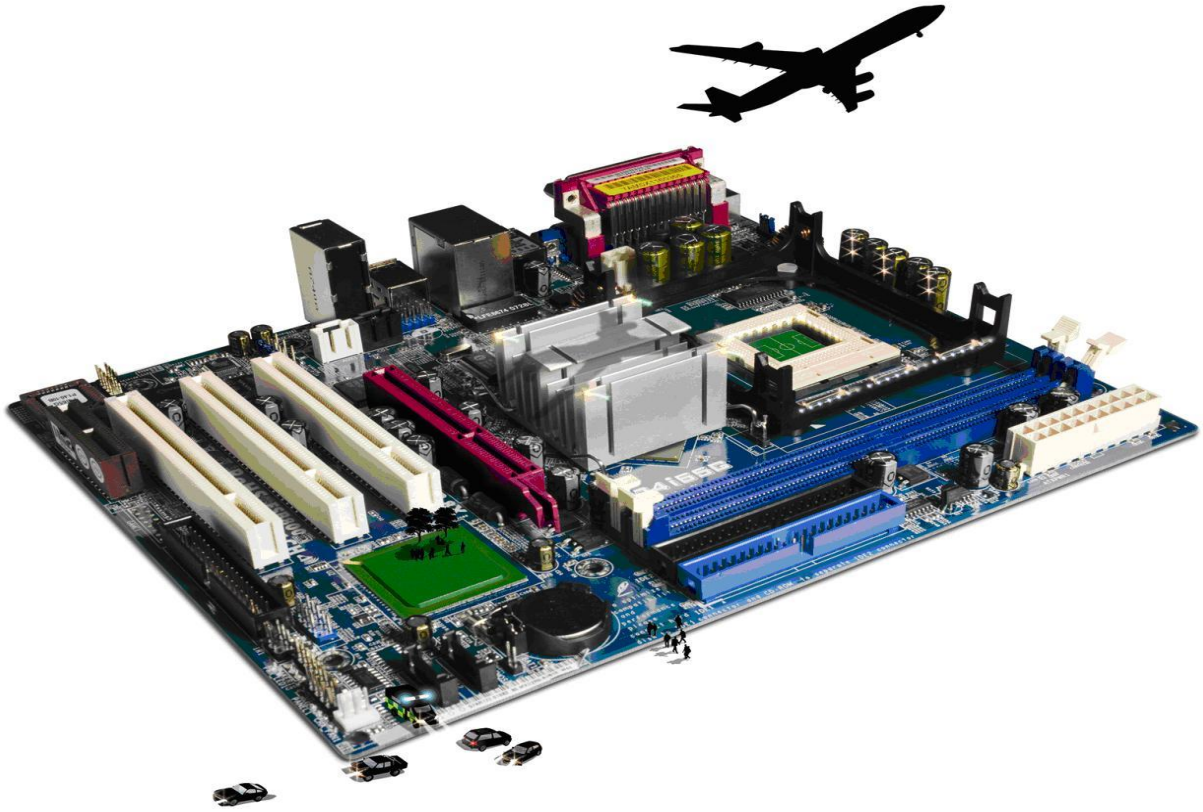

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Level 3 Presentation software (PS 7574-325)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Presentation software (PS 7574-325).

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**.*

***Note:** If the candidate is going to research their own images and sound files then this should be completed prior to the assignment. No time restriction is given for the research task.*

Level 3 Presentation software (7574-325)
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 - Create a presentation*
- *Task C - Enhancing a presentation and creating a slide show*

Scenario

You work for a railway company that is about to open a new station. As a part of the opening exhibition they would like to put on a series of presentations. The presentations will run continuously throughout the day and it is intended that they should have some interaction with the user. The user will have access to a mouse in order to be able to make any selections.

You have been tasked to research for suitable materials, to design and produce one of the presentations. The anticipated audience will consist of both tourists and railway enthusiast.

Your line manager has stated that the final presentation can be on either historical or current railway systems but it must contain at least 12 slides, two video clips, a sound file and a minimum of 9 photographs. Your presentation should run for between 2 and 3 minutes.

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 **Exhibition**.*

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

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

2 *Having researched the content of your slides, on paper, list the following for each of the slides:*

- *Title/heading*
- *Text to be used (actual or a suitable reference)*
- *Name of any graphics to be used (e.g. pictures/video/animation)*

Your design document must cover the minimum specification set out in the scenario and include details of a minimum of 11 slides, two video clips, one sound file and 9 photographs.

***Note:** One additional slide will be added later in this assignment.*

*Save your design document with the name **Railway Design** in your **Exhibition** folder.*

3 *Open your Presentation Software application and create a master slide with a design suitable for the subject matter.*

4 *The master slide must have separate boxes for headings, text and/or graphics.*

5 *Add suitable enhancements, or themes, to the master slide that will be suitable and improve the overall appearance of the final presentation.*

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

Ensure that title text is displayed in a larger font size to any other text.

7 *Save the presentation in its current format with the name **Railway1**.*

Task B – Create a presentation

1 *Slide 1 must be a title/welcome slide informing the visitor about the content to follow* ***and*** *have a suitable sound file embedded that can run continuously for that slide* ***only****.*

2 *At this stage, create at least 10 further slides which will include the text, photographs and video obtained from your research or from the files provided.*

Note*: The final slide will be added later in this assignment.*

3 *At least* ***8*** *slides must contain photographs relative to the subject or relevant locations.*

4 *At least* ***two*** *slides must contain video clips relative to the subject or relevant locations.*

5 *The subject matter must be suitable for the intended audience.*

6 *Where text or other media is used they must be copyright free or be supported by documentation authorising their use.*

Save any documents or supporting evidence verifying use of all materials to your ***Exhibition*** *folder.*

7 *The final slide must contain any credits for any original authors or acknowledgements that are required.*

8 *Check that the presentation meets the minimum specification, making any necessary changes.*

9 *Save the presentation in its current format with the name* ***Railway2****.*

Task C – Enhancing a presentation and creating a slide show

1 *Add one additional slide to aid user interaction so as to further enhance the presentation.*

If necessary the additional slide may contain a table of slides to support any links that may be established.

This slide must not be the first or last slide in the presentation.

2 *User interaction **must** be by mouse selection to hyperlinks.*

*All hyperlinks **must** return the slide show to any user selected slide from the table of available slides.*

The table must contain at least 9 slides and also give the user the option to finish the slide show via the credit/final slide.

3 *Enhance your slide show by applying a range of transition techniques to slides.*

4 *Respond to any quality issues that may affect the final presentation (eg timing, sound, transitions, interaction etc)*

Ensure that the presentation still meets the specification.

5 *Check the presentation making any necessary changes and save the presentation with the name **Railway3**.*

6 *Create a slide show that auto runs (slides change automatically) and loops back to the beginning when it has finished.*

*Save your presentation as a slide show with the name **Brunel Railway**.*

Run the presentation, check transitions and timings, making any necessary adjustments and re-saving your work if necessary.

7 *At the end of your **Railway Design** document, briefly explain the following:*

- *Your rationale for the slide formatting/presentation.*
- *Why do transitions or interaction add meaning to a presentation?*
- *How you overcame any quality problems encountered?*
- *What would you change?*

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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