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

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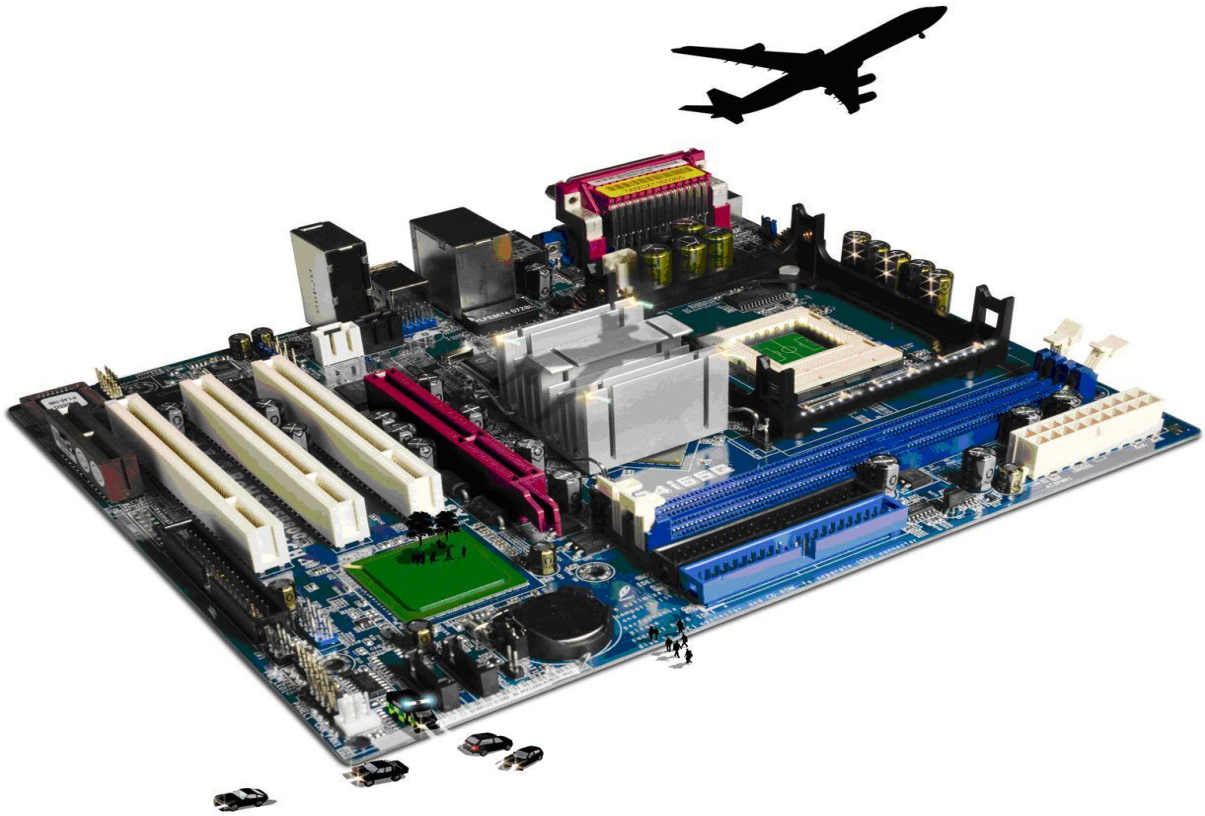
ITQ
Assignment guide for Candidates
Assignment B



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Level 3 Presentation software (PP 7574-325)
Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Presentation software (PP 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**.*

Level 3 Presentation software (PP 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 - Creating Presentation*
- *Task C - Enhancing presentation and creating slide show*

Scenario

You work in the IT Department of your local college. Your college is about to have an open day and you have been tasked with designing and creating a presentation which will be used to advertise City & Guilds courses which the college will be offering.

The presentation will run continuously throughout the day and it is intended that it should have some interaction with the user. The users will have access to a mouse in order for them to be able to make any selections.

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* • *Systems support* • *Telecommunications*

*You have been asked to research for some suitable information about **four** of these subject areas **only**. Each subject area must be covered by **two** slides only. The first slide can be an introduction to the type of awards offered or the facilities available at your college to deliver those awards. The second slide should contain more detailed information about the awards being offered for each subject area. The detailed information must relate to a minimum of **three** awards.*

The main city & Guilds website can be used for this purpose. The anticipated audience will consist of students about to start courses in the new academic year.

*Your line manager has stated that the final presentation must contain at least **11** slides, a video clip, a sound file, an animation and a minimum of **six** photographs. Any photographs used must be royalty free, support the subject matter, the facilities available at your college, or college life. The final slide show must run for between **two** and **three** 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 **Open Day**.*

*Create a sub-folder in your **Open Day** 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, use a suitable software application to 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 (eg pictures/video/animation).*

*Your design document must cover the minimum specification set out in the scenario and include details of a minimum of **ten** slides, **one** video clip, **one** animation, **one** sound file and **six** photographs.*

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

*Save your design document with the name **Design** in your **Open Day** folder.*

3 *Open your Presentation Software application and create a master slide with a design suitable for the subject matter. The master slide must contain a photograph/image suitably positioned.*

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 master slide/presentation in its current format with the name **College1** in your **Open Day** folder.*

Task B – Document layout

1 *Slide **one** 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**.*

*Add your name and today's date as a footer to this slide **only**.*

2 *At this stage, create at least **nine** 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 *Slide **one** and at least **five** other slides must contain photographs relative to the subject, facilities or college life.*

*At least **one** slide must contain a suitable video clip.*

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

5 *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 to verify the use of all materials to your **Open Day** folder.*

6 *The final slide must contain suitable contact details about your college.*

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

8 *Save the presentation in its current format with the name **College2**.*

Task C - Enhancing presentation and creating slide show

1 *Add an additional slide in the form of a table/list to support the user interaction and to further enhance the presentation. This slide must **not** be the last slide in the presentation.*

*This slide must contain a list of the **four** courses used in the presentation with links that will return the user to those slides. In addition there must be an option for the user to finish the slide show via the final slide.*

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 or to exit the slide show.*

Add hyperlinks to each of the course slides that will return the user back to the contents slide.

3 *Enhance your slide show by applying a range of transition/animation techniques to your 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 and runs for between **two** and **three** minutes.*

5 *Enhance your slide show by applying a range of transition/animation techniques to your slides.*

*Save your presentation as **College3**.*

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 **Open Day**.*

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

7 *At the end of your **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?*
- *Evaluate why you consider it as fit for purpose and what would you change if anything?*

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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